

To: Indiana School Administrators, Data Personnel, Early Childhood Personnel, and Special Education Directors

From: Indiana Department of Education, Office of Information Technology

Date: 12/14/2018

Re: IDOE's Master File to be Retired

As part of the LINK Initiative, the Indiana Department of Education (IDOE) will retire the current Master File System within DOE Online on January 1st, 2019. The Master File System is the database of official contacts and addresses of schools and school personnel the IDOE uses as the foundation of communication to schools. IDOE will be setting up a new database for corporations/schools and school contacts as part of the IDOE's [Link Initiative](#). IDOE expects the replacement for Master File System to be in place by March 1st, 2019. If changes to official contact information in schools need to be made between January 1, 2019 and the launch of the Master File System replacement, there will be opportunities to update those data points. Details for how to do this are provided below.

The Master File System change will impact the following business areas:

- **Special Education:** The Master File System is the data source for directory-level information (contacts and addresses) used by the Indiana Complaint, Hearing, and Mediation Process (I-CHAMP) online information and filing system used by the Office of Special Education. In addition, Fiscal and Part B Grants administration and program monitoring use information stored in the Master File System for official and timely communication.

In order to ensure the accuracy of all directory-level information during the transition to the Master File System replacement, individuals responsible for maintaining the accuracy of special education related contacts and addresses in the Master File System are asked to review the accuracy of current directory information prior to January 1, 2019 and update as necessary. If you need assistance accessing Master File, a [tutorial](#) is available in Learning Connection. After January 1st, directory updates for Superintendents, Special Education Directors, Planning District Contacts, or Special Education Charter Authorizer Contacts, will need to be submitted via the **Directory Updates and Contact Information Changes form**.

- **Early Childhood Education, On-My-Way-PreK Program:** The ISTAR-KR application utilizes the Master File System to obtain new Family and Social Services Administration (FSSA) On-My-Way-PreK Centers. IDOE does not expect additional On-My-Way-PreK Centers during prior to March 1, 2019. FSSA has not set a timeline for the round of 2019 On-My-Way-PreK Centers.



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

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- **Reporting of un-used buildings:** Pursuant to Indiana Code 20-26-7-1 the requirement to report unused buildings is an ongoing requirement. This means schools must report their unused buildings to the IDOE upon their vacancy, and in any event, no later than August 1 of each calendar year. More information about unused buildings can be found on the [IDOE Website](#). *During this time of transition reporting of unused buildings and questions regarding unused buildings should be directed to unusedbuildings@doe.in.gov*
- **Superintendent and Principal Contact Information:** The Master File System is the source for superintendent and principal contact information and other directory data displayed on Compass. *Prior to January 1st, school personnel responsible for maintaining the accuracy of this information are asked to update the current Master File with any changes in staff. For changes after January 1st, please use the **Directory Updates and Contact Information Changes form**.* In addition, new superintendents and principals should subscribe to [Dr. McCormick's Weekly Update](#).
- **IDOE Office of Accountability Corporation Amendment Process:** School/corporation name changes, grade level changes, openings/closings, and baseline resets are reported through the Master File System. However, the reporting window is currently closed. The reporting window is usually open between May and August of each year, so the Master File System closure should not impact this process. Questions should be directed to schoolaccountability@doe.in.gov